

Chief, Management Staff


4 June 1956

Chief, Records Management Staff

Weekly Report - Week Ending 29 May 1956

1. The records disposition survey in the Office of Training has been completed. Some of the highlights in the report are that during the course of the survey over 400 cubic feet of records were destroyed or transferred to the Records Center and 8 safe file cabinets were returned to stock.
2. The inventory of records in the Personnel Office has been completed. Preliminary schedules have been prepared for all records except those in the Office of the Director. The project is 60% complete.
3. Procedures have been developed for the transfer of inactive special intelligence records from the DD/I area to an isolated compartment in the Records Center. The initial transfer of these records is scheduled for 6 June.
4. The Security Office transferred its first group of inactive records to the Center.
5. Seventeen new and revised forms were completed.

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